ENLISTED DISTRIBUTION

HOSPITAL CORPSMAN ASSIGNMENTS (PERS-407)

TRAINING OBJECTIVES

Terminal Objective:

- Describe Navy Medicine Detailing process.

Enabling Objectives:

- Describe PERS-407 organizational structure.
- Discuss the key concepts of Detailing.
- Identify the roles and responsibilities of the Detailer, the Sailor, and the

TRAINING OBJECTIVES

Enabling Objectives:

- Discuss the detailing impact on Sailors.
- Explain the challenges that Detailers encounter.
- Explain the Career Management System Interactive Detailing (CMS-ID) website.
- Describe the Special Detailing Programs.

PERS-407 ORGANIZATION

Branch Head/RAO

LT Virgil Strobridge

HM Lead Detailer

HMCM Chuck Hickey

8404/0000

HMCS Chris Arredondo

HMC Natalie Cebular

HMC Jason Marnne

HM1 Brenton Jones

HM1 Aimee Granger

HM1 John Huckleberry Sparkman

HM1 Jessica

HM1 Ernest Martinez

HM2 Byron Field

PERS-407 ORGANIZATION

NEC

HMCS David Walker

HMC Amanda Wardleigh	HMC Mark Gibson
HMC Bernard Denson	HM1 David Slipher
HM1 Annariza Gouge	HM1 Jerry Horton
Mr. Jeff Ramsey	Mrs. Myrna Anderson

PERS-407 Enlisted Assignment

PERS-407

NEC

Detailers. 6
Sailors. 9,751

8404/0000

Detailers 8
Sailors. 16,711

Total PERS-407: 26,462

26,462 HM'S

Detailer to Sailor Ratio:

NEC

1 : 1,625

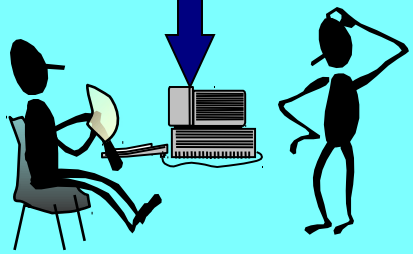
8404/0000

1 : 2,089

Concepts of Detailing

CMS/ID

4013
-*Monitors Enlisted Personnel Readiness*
-*Generates Prioritized Requisitions*
-*Represents MCAs for personnel readiness*



PLACEMENT

MCA
-*Establishes Priorities*

TYCOM

ISIC

UNIT

SAILOR
-*Review record at 12-15 months prior to PRD to ensure data is accurate; update preferences*
-*9-7 months view available reqs and apply*

CCC
-*Review CMS/ID w/Sailors*
-*Assist sailor with CMS/ID Negotiations*

ASSIGNMENTS

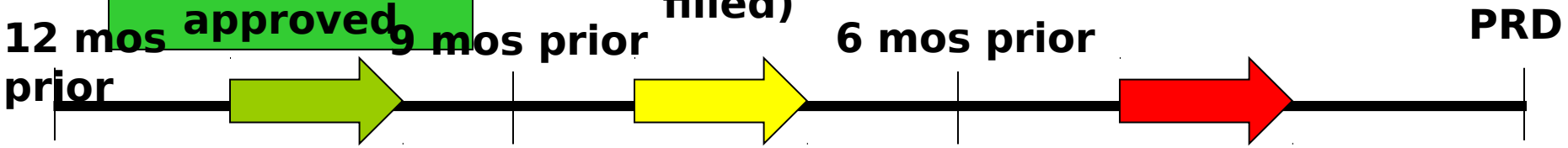
NPC Detailers
-*Make selections*
-*Release orders*
-*Negotiate special cases*

DETAILING TIME LINE

Sailor is about to enter negotiation window, CWAY submitted and approved

Sailor in negotiation window (Sailor may still be “directed” if all billets not filled)

Sailor Detailed as Needs of the Navy



Sailor, Career Retention Team, and Detailer Engagement

Sailor applies in CMS/ID via CCC or Sailor

If not selected for orders via CMS/ID, needs of the Navy orders are issued

COMMUNICATION IS THE KEY

Concepts of Detailing

Sailors may submit a maximum of 5 applications per month from P9-P7.

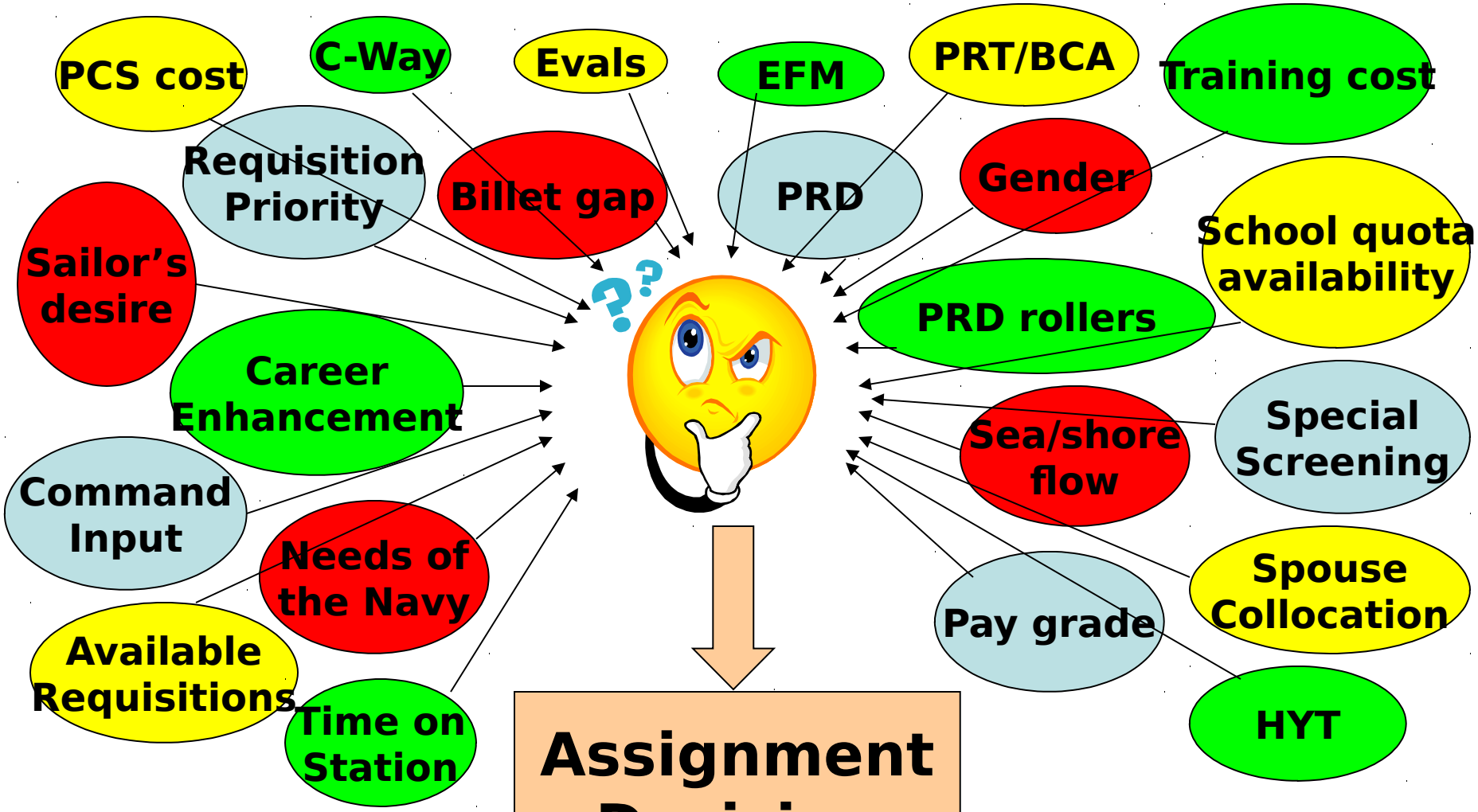
- **Failure to submit 5 applications each month opens the Sailor up to assignment anywhere on the slate (possibly non-vol). Members will enter the "Needs of the Navy" window the next month (P6).**
- **Waiting for the "Perfect" billet is not recommended**
- **ALL advertised billets are now Immediate Fills based on Highest Priority requisitions as determined by the Manning Control Authority (MCA) and United States Fleet Forces (USFF). All requisitions are advertised in the green zone on CMS and based on the following algorithm:**

  P7 90 % of rollers
  P8 45 % of rollers
  P9 25 % of rollers

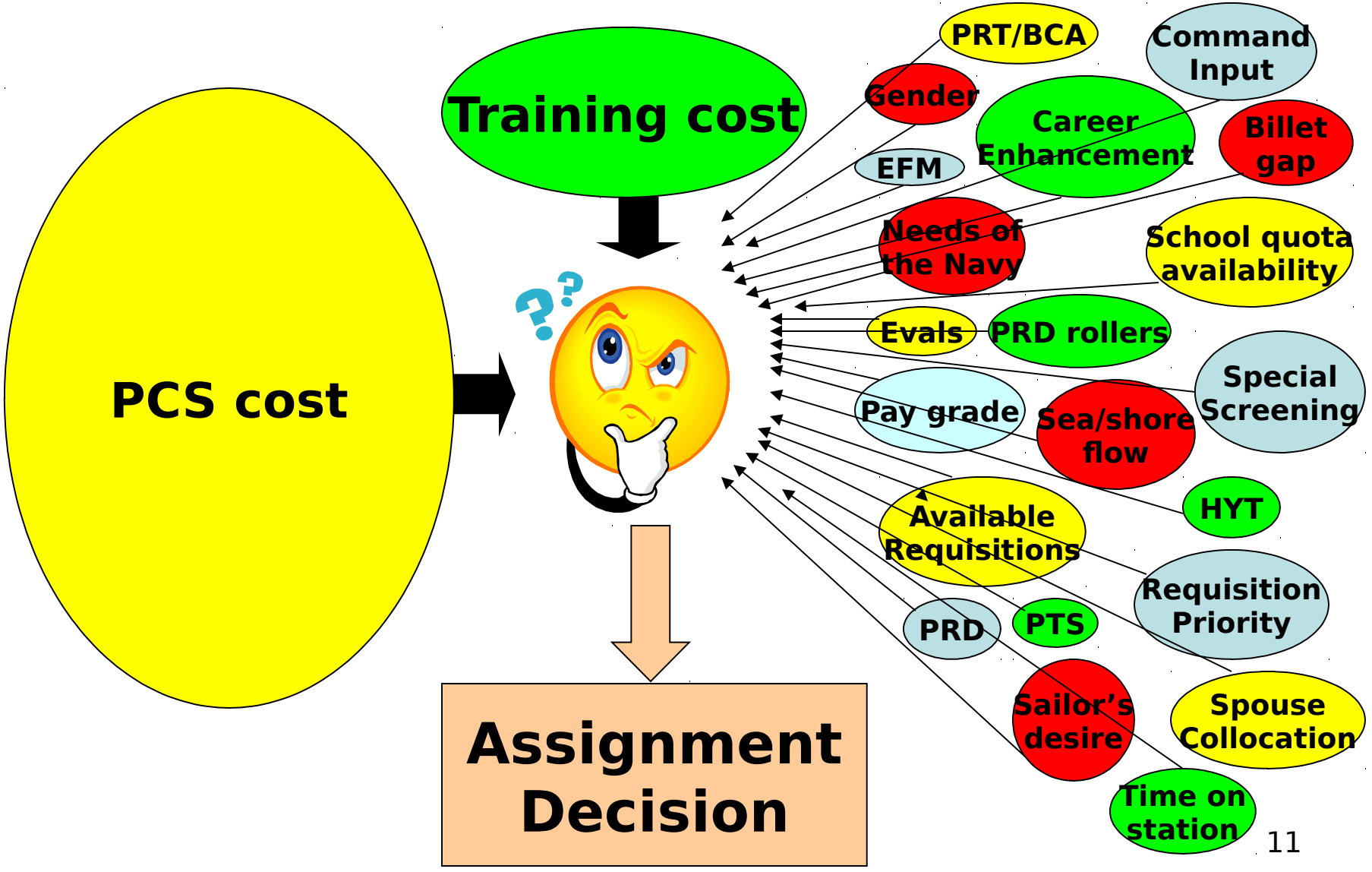
  ENCOURAGES SAILORS TO "APPLY" IN A MORE AGGRESSIVE AND TIMELY MANNER

- **ALL reqs will be filled each cycle.**

DETAILING CHALLENGES



CURRENT CHALLENGES



CURRENT CHALLENGES

PCS cost

Must be considered on all enlisted assignment decisions.

Training cost

Assignment Decision

What does this mean for Sailors?

1. **For all Sailors, minimized early termination of shore duty.**
2. **Minimized coast to coast and other expensive moves.**
3. **Minimized PCS moves with regards to Consecutive Overseas Tours.**
4. **Ensure all personnel are completing DOD/TOS requirements.**

PRT/BCA

Command Input

Sea/Shore Rotation

Enhancement

Billet gap

School quota availability

Evals

PRD rollers

Special Screening

Requisitions

Requisition Priority

PRD slips

Time on station

Concepts of Detailing

Other Factors Considered

- Evaluation History
- Historical Detailer Notes
- Sailor Desires and Needs (EFM, Spouse Collocations, etc…)
- Needs of the Navy
- Peer Group Competition
- School History and Qualifications (Screenings)

DETAILERS CAN…

- **Make assignments within negotiation window (9-7 months prior to PRD)**
- **Issue “Non-Voluntary” orders to Sailors who enter the Needs of the Navy window or to fill billets not filled on CMS during their negotiation window**
- **Transfer Sailors up to three months before through four months after PRD (PER MILPERSMAN 1306-100)**
- **Coordinate spouse collocations through available CMS billets (1306/7 required from both Sailors 12 months prior to PRD/not always approved)**
- **Issue “Non-Voluntary” orders to Sailors**

DETAILERS DON'T…

- **Adjust PRDs to facilitate negotiation of orders "shopping early/late"**
- **Make paygrade substitutions without PERS-4013 approval**
- **Make assignments to nonexistent requisitions**
- **Change manning demand signal (BA or NMP)**
- **Allow "by name" request assignments (Official By Name Request from Flag or General Officers will be reviewed)**
- **Issue orders to Sailors approaching PRD/EAOS without a C-WAY quota (Sailors MUST have C-WAY approval prior to applying for orders via CMS/ID)**

DETAILERS DON'T…

- **Transfer Sailors to open up EP Eval/Fitrep spots or allow another ranked evaluation**
- **Transfer Sailors early to fix personality or leadership issues**
- **Send Sailors to schools enroute that are not required on the requisition**

How to Help Your Sailors

- Prepare early and plan ahead
  - Encourage early contact with the Detailer
  - Sailors deserve good counseling and advice
  - Get C-WAY in on time (Start 13 months from EAOS)
- Assignment decisions should adhere to 7-9 month PRD window policy
- Don’t wait too long to make a decision
- Many requisitions require a specific NEC/special qualifications
  - Do not “waste” applications on billets that are not in your current NEC (NEC 8452 can only apply for 8452 not 0000)
- Communicate special needs and concerns directly to Detailer via the Command Career Counselor

CMS-ID

- Sailor negotiation window remains 3 months (P-9 to P-7)
- Needs of the Navy window is currently at P-6 pending all billets advertised are filled
- Sailors are highly recommended to apply for 5 billets each month
- Maintain communication with your Detailer

CMS-ID Changes
NAVADMIN 226/12

- Removed “Red Zone” billets. ALL billets advertised will be filled each month.
- Sailors should submit 5 applications each month to avoid being assigned to a billet without Sailor’s desires considered.
- Detailers will attempt to fill all billets using a Sailor’s desired selections first.
- Detailers may be required to select a Sailor who has not applied for the billet or is early in their negotiation window in order to fill all advertised billets.
- Sailors nearing the end of their negotiation window will generally be chosen to fill assignments they **did not apply for** over Sailors who are at the start of their negotiation window.

This is an official U.S. Navy website not intended for public access.

Career Management System - Interactive Detailing

CMS-ID

The U.S. Navy's distribution, placement, and assignment website for Active and Reserve Sailors

CMS-ID Help	Login	CMS-ID Status
Tutorial (How-To Guide) To provide feedback or for account issues contact the Help Desk: Email Help Desk 1-800-537-4617	DoD CAC Login	CMS-ID Active/FTS Phase is Apply Active/FTS Schedule CMS-ID Reserve Phase is Apply Reserve Schedule

Announcements

[View Active/FTS Negotiating Window Schedule]

The NEW SDIP Policy and Decision Memorandum (PDM) 008-13 dated 26 April 2013 incorporates several important changes to the SDIP Program. Do not miss out on the incentive because you failed to comply with the new policy. The new policy is available for viewing on the NPC SDIP Website under CareerInfo/PayandBenefits/SDIP.

All Nuclear-trained personnel are encouraged to review their respective community notes to ensure they correctly search for available job postings. You are encouraged to contact your detailer with any questions or concerns.

The 1-866-U-ASK-NPC Customer Service Center provides support to Sailors and their Families. Speak directly to a Representative Monday - Friday (excluding holidays) (7 AM-7 PM CST) by calling 1-866-827-5672 or email CSCMailbox@navy.mil your question, do not send any Personally Indentifiable Information (PII) in the email.

Remember - Navy 311 - to get support for any issue, call 1-855-NAVY-311, email or text Navy311@navy.mil, or www.Navy311.navy.mil, do not send any Personally Identifiable Information (PII) in the email.

Career Management System Interactive Detailing (CMS-ID) SPAWAR Systems Center Atlantic, New Orleans LA 70122 1-800-537-4617.

Navy Personnel Command | Navy Reserve Forces Command | Navy Knowledge Online

This is an official U.S. Navy website not intended for public access.

Open Reqs - Priority jobs More Info

Select	Unpost	Apply	Pri #	SS	WAS	Rack Avail	MCA	NEC	NEC	TUM	Rate	UIC	Activity Name	Current Location Military Homefront Navy Housing	Prospective Location	Job Com	Incentive
☐		Apply	0010	2	*	*	F	0000	0000	1402	HN	21656	CG 66 HUE CITY	FL, MAYPORT		*	
☐		Apply	0030	2	*	*	F	0000	0000	1312	HN	20993	CVN 70 VINSON	CA, SAN DIEGO			
☐		Apply	0040	2	*	*	F	0000	0000	1402	HN	21345	CG 52 BUNKER HIL	CA, SAN DIEGO		*	
☐		Apply	0050	4			F	0000	0000	1402	HN	21686	DDG 56 JS MCCAIN	JAPAN, HONSHU YOKOSUKA		*	
☐		Apply	0090	2	*	*	F	0000	0000	1402	HN	20993	CVN 70 VINSON	CA, SAN DIEGO			
☐		Apply	0100	2	*	*	F	0000	0000	1402	HN	20993	CVN 70 VINSON	CA, SAN DIEGO			
☐		Apply	0210	2	*	*	F	0000	0000	1402	HN	21660	LHD 1 WASP	VA, NORFOLK			
☐		Apply	0290	4	*	*	F	0000	0000	1308	HN	05840	LCC 19 B RIDGE	JAPAN, HONSHU YOKOSUKA			
☐		Apply	0680	2	*	*	F	0000	0000	1309	HN	22178	CVN 76 REAGAN	CA, SAN DIEGO			
☐		Apply	0720	2			F	0000	0000	1305	HN	21823	DDG 61 RAMAGE	VA, NORFOLK			
☐		Apply	1130	2	*	*	F	0000	0000	1402	HN	21879	LHD 5 BATAAN	VA, NORFOLK		*	
☐		Apply	0420	2	*	*	F	8404	0000	1401	HN	67448	1ST MDIV FMF PAC	CA, CAMP PENDLETON		*	
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☐		Apply	0730	2	*	*	F	8404	0000	1308	HN	55101	NMCB 1	MS, GULFPORT		*	
☐		Apply	0790	2			F	8404	0000	1402	HN	67930	SPT BN MSOSG	CA, CAMP PENDLETON		*	
☐		Apply	0890	2	*	*	F	8404	0000	1309	HN	64495	MC MTWARTRACEN	CA, BRIDGEPORT		*	
☐		Apply	0940	2	*	*	F	8404	0000	1305	HN	40560	TBS TRNG COM	VA, QUANTICO		*	
☐		Apply	1050	2	*	*	F	8404	0000	1312	HN	31948	3RD MARDIV DET	HI, KANEOHE			
☐		Apply	1260	2	*	*	F	8404	0000	1402	HN	31948	3RD MARDIV DET	HI, KANEOHE			
☐		Apply	0060	2	*	*	F	0000	0000	1402	HM3	23151	DDG 101GRIDLEY	CA, SAN DIEGO			
☐		Apply	0070	2	*		F	0000	0000	1401	HM3	21487	DDG 51 A BURKE	VA, NORFOLK			
☐		Apply	0650	2			F	0000	0000	1309	HM3	21200	FFG 48 VANDEGRIF	CA, SAN DIEGO			
☐		Apply	0770	2	*	*	F	0000	0000	1402	HM3	55686	DDG 110 LAWRENCE	CA, SAN DIEGO			
☐		Apply	0850	2	*	*	F	0000	0000	1401	HM3	40560	TBS TRNG COM	VA, QUANTICO		*	

CMS-ID Application Alerts

Alerts are time-sensitive messages displayed in CMS-ID to inform you of policy-related actions that are required as you approach your orders negotiation window or other significant deadlines. System-generated alerts are displayed when you log into CMS-ID. (You are nearing your orders negotiation window. If you have not recently updated your duty preference and contact info in CMS-ID, do so now. As soon as you enter the 9th month from PRD, it is more important than ever that you review available jobs and submit up to 5 applications each CMS-ID cycle, as Detailers will fill all of their requirements each month, with or without your applications/preferences. Contact your CCC for

CMS-ID Application Gates

Application Eligibility Gates prevent the submission of invalid job applications. Gates keep you from using one of your five allowed applications to apply for a job to which Navy policy would not allow you to be assigned. Gates are displayed when you attempt to submit an invalid application. If you receive a Gate contact your Command Career Counselor and/or Detailer. (You are attempting to apply for a job that exceeds the allowable paygrade variance for assignment. You are restricted from applying for jobs more than one level from your current or prospective paygrade. You are also restricted from submitting applications that cross the E6/E7 barrier. Reference: MILPERSMAN 1306-100)

CMS-ID Application Flags

Application Eligibility Flags inform you of Navy policies that relate to your application or issues that may affect your assignment to the job. Flags are displayed when you attempt to submit an application and must be acknowledged before the submission can be finalized. Acknowledged Flags are then captured in your Alert History, accessible through your Personnel Detail. Flags will not stop you from submitting your application. (Sea Duty/Overseas Screening Flag You are applying for an overseas or sea duty assignment that requires a screening to be completed prior to order writing. Contact your Command Career Counselor for more information and guidance.)

Jobs Found: 4 | Check All | Clear | Displaying 1-4 of 4

	Sailor 1	Sailor 2	Sailor 3	Sailor 4
- Sailor Information				
Name	[redacted]	[redacted]	[redacted]	[redacted]
SSN				
App Pref	3	2	4	4
Rate	HN	HN	HN	HN
PRD	1107	1109	1108	1108
EAOS	130121	121026	120902	121005
NEC1	0000	8404	8404	8404
NEC2				
Command Ranking & Comment	N/A View Comment	N/A View Comment	N/A View Comment	N/A View Comment
Preferences	!	!	!	R
Moving Cost	G	G	G	R
Skills	Y	Y	Y	Y
Policy Score	G	G	G	G
PFA				
EVAL/FITREP				
PTS	N/A	N/A	N/A	N/A
EFM	N/A	N/A	N/A	N/A
Security	Secret	Secret	Secret	Secret
Command	NH SIGONELLA	NH OKINAWA JA	NBHCL OCS CC	NH ROTA
Language	YORUBA	ENGLISH	ENGLISH	ENGLISH
Location Military Homefront	SICILY, SIGONELLA	JAPAN, OKINAWA CHATAN	VA, QUANTICO	SPAIN, ROTA

CMS-ID SAILOR ROLE

- **Sailor Apply (NAVADMIN 226/12)**
- **Have realistic expectations; communicate with Detailer about options**
- **Submit multiple CMS-ID job applications (up to five) each month of negotiation window**
- **Apply for career enhancing jobs instead of focusing on location**
- **Plan for high year tenure (HYT), retirement, and twilight tour (if eligible)**
- **Request PRD adjustment and/or spouse collocation via 1306/7 12 months prior PRD**

SAILOR ROLE

- **Enroll in or update Exceptional Family Member (EFM) Program status 12 months prior to PRD IAW OPNAVINST 1754.2D**
- **Ensure OBLISERV and required screening are completed within 30 days of receiving orders**
- **Command must send notification to NPC within 30 days of order issuance if me refuses OBLISERV**

- **Address medical issues early**
- **Contact Detailer after CMS selection to discuss training pipeline. (If selected via**

SPECIAL PROGRAMS

- **Recruit Division Commander (HM2 and Above)**

- **Office of Attending Physician (OAP)**
- **White House Medical Office (WHMO)**
- **Instructor Duty (HM ‘A’ School / FMTB)**
- **Medical Officer Recruiting (HM2 and Above)**
- **Overseas Contingency Operation Support Assignment (OSA)**
- **Rating Detailer (HM/Special Programs)**

NPC Customer Call Center

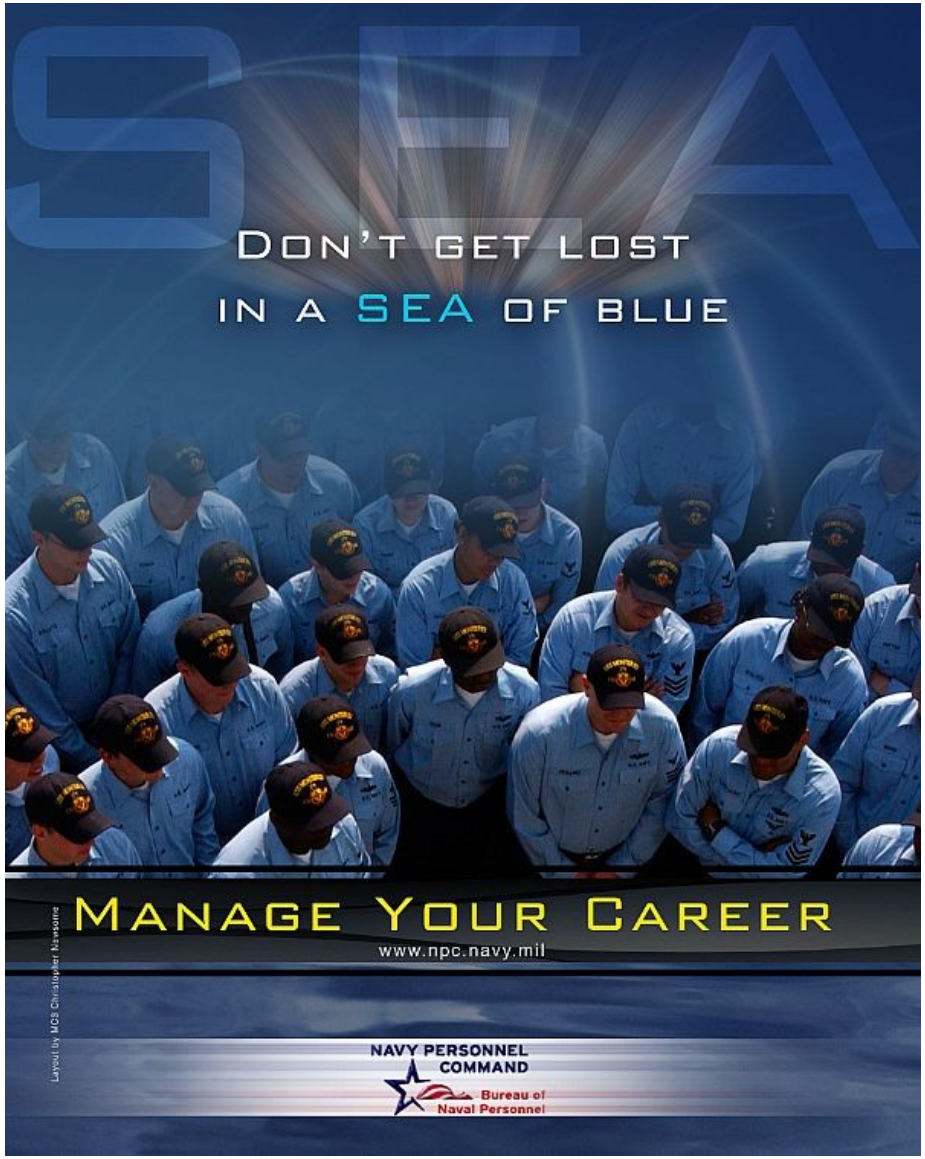
1-866-U-ASK-NPC

- Giant step toward NPC's Strategic Goal of outstanding Customer Service and Customer Relationship Management
- Presently 14-Agent service center supported by Subject Matter Experts throughout NPC 12 hrs/work day

1 866 827 5672

Get the RIGHT answer FAST

QUESTIONS?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